



Department of the Navy
Commander Task Force 168

4600 Silver Hill Road
Washington, D.C. 20389

IN REPLY REFER TO
TF 168B
9 November 1984

CTF 168 INSTRUCTION 5450.1

From: Commander, Task Force 168

Subj: TASK FORCE 168 HEADQUARTERS ORGANIZATION

Ref: (a) OPNAVNOTE 5450 Ser 09B2E3/4U309714 of 16 Aug 1984
(b) NAVINTCOMINET 5450.7B

Encl: (1) Commander Task Force 168 Headquarters Organization Chart
(2) Commander Task Force 168 Headquarters Mission and Functions Statements

1. Purpose. To promulgate Commander, Task Force 168 Headquarters organization, mission and functions.

2. Implementation. This instruction is effective immediately.

3. Command Relationships. Under command of the Chief of Naval Operations and the Commander, Naval Intelligence Command, Commander, Task Force 168 was established by reference (a) as an echelon 3 command, and is reflected in reference (b) as one of four components of the Naval Intelligence Command (NAVINTCOM).

4. Responsibilities

a. The Commander, Task Force 168 Headquarters organization is as depicted in enclosure (1).

b. Task Force 168 Headquarters Department Heads are responsible for the execution of the functions assigned in enclosure (2).

c. Key personnel will ensure that information contained in this directive pertaining to elements of the organization under their cognizance is accurate and current. Proposed changes will be forwarded to TF 168B as they occur.

d. A complete review of this instruction will be conducted annually, and changes will be issued as appropriate.

W.W. West
W. W. WEST

Distribution:
(See next page)

ENCLOSURE(2)

CTF168INST 5450.1

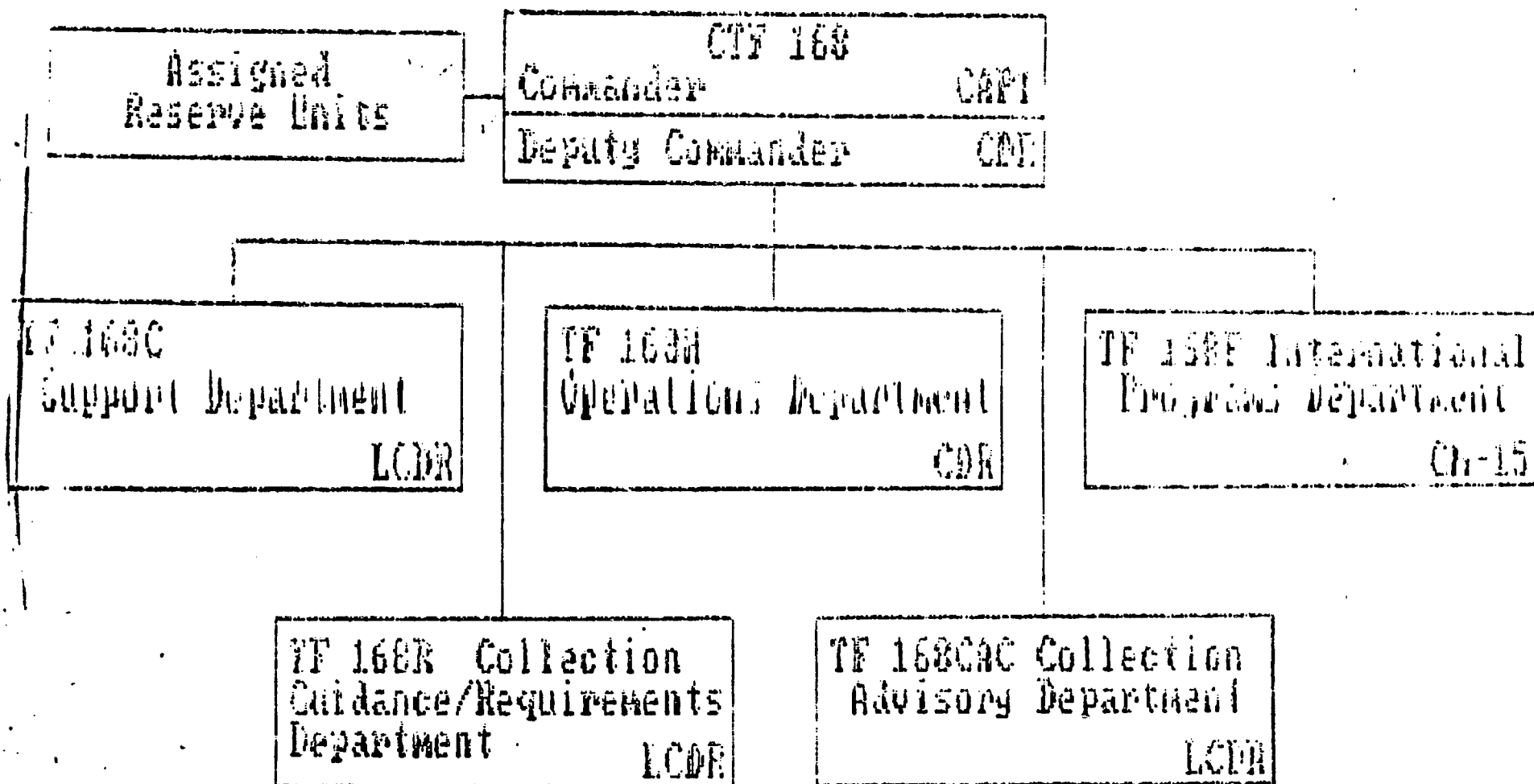
Distribution:

SNDL

A3 (Chief of Naval Operations) (OP-009 only)
 A4A (Chief of Naval Material)
 A5 (BUPERS) (CHNAFFERS only)
 A6 (Headquarters, U. S. Marine Corps)
 B2A (Special Agencies, Staffs, Boards and Committees)
 (DIA and NSA only)
 21A (Fleet Commanders in Chief)
 C49B (Task Force, Group and Unit)
 FE1 (Security Group Headquarters)
 FF1 (Naval District Commandants) (Commandant, Naval District
 Washington only)
 FKA1 (Systems Command Headquarters)
 FS1 (Intelligence Command Headquarters) (10)
 FS3 (Intelligence Support Center) (20)
 FS4 (Intelligence Processing System Support Activity) (10)
 FS5 (Operational Intelligence Center) (15)

COMMANDER, TASK FORCE 168
HEADQUARTERS ORGANIZATION

CTF168IN31 5-53



CTF168INST 5450.1

CTF 168

NAVAL INTELLIGENCE OPERATIONS GROUP CTF 168

MISSION: To manage the levy and satisfaction of naval intelligence collection requirements, to conduct and support collection functions, and to perform such other functions and tasks as may be directed by higher authority.

FUNCTIONS: Under the command of COMNAVINTCOM:

1. Provides qualified personnel, equipment, expendables, and initial processing to assist the operating forces in intelligence collection and reporting.
2. Conducts intelligence collection operations and prepares resultant intelligence information reports.
3. Operates the Collection Advisory Center (CAC), facilitating time-sensitive collection matters through direct communications with Fleet commands, the Defense Intelligence Agency, and national intelligence systems.
4. Advises Navy collectors in a timely manner of favorable collection opportunities, of related outstanding collection requirements, and of the availability of additional resources to assist them.
5. Provides guidance to Navy collectors on the requirements, collection, and reporting of intelligence information.
6. Manages NAVINTCOM support of fleet intelligence collection planning, implementation and evaluation.
7. Supervises the development coordination and appraisal of intelligence collection programs to satisfy Department of the Navy and Department of Defense intelligence information requirements.
8. Provides intelligence collection support to U. S. Naval and Defense Attaches.
9. Plans and coordinates Navy Human Intelligence (HUMINT) collection operations and exploitation programs.
10. In close coordination with research and development elements, provides acquisition and installation services, training, and

Enclosure (2)

CTF165INST 5450.1

maintenance of intelligence collection equipment for a wide range of Navy collectors.

11. Develops program objectives and resource requirements for intelligence collection operations.

12. Administratively commands all Task Force 168 fleet support and scientific and technical collection task groups world-wide and operationally commands the scientific and technical task groups.

CTF168INST 5450.1

TF 168C

SUPPORT DEPARTMENT

MISSION: To manage assigned financial, personnel, and equipment resources in administrative support of intelligence collection programs.

FUNCTIONS:

1. Manages the support of intelligence collection programs by providing qualified personnel, equipment, and requisite budgeting for the purpose of increasing fleet readiness.
2. Ensures Task Force 168 financial resources are properly planned, programmed, budgeted, applied, and documented.
3. Provides administrative and financial support to Task Force 168 components.
4. Provides administrative support to the Task Force Commander and headquarters elements.
5. Executes all military and civilian personnel actions.
6. Plans, programs and budgets for Task Force 168 vehicle requirements and manages daily operation and control of headquarters vehicles.
7. Serves as facilities manager for Task Force 168 headquarters.
8. Provides coordination and support services to Naval Reserve Intelligence Program units for which Commander, Task Force 168 is the gaining command.
9. Manages Task Force 168 Headquarters security and information control systems.

CTF168INST 5450.1

TF 168CA

ADMINISTRATIVE DIVISION

MISSION: To provide administrative support to the headquarters elements and components.

FUNCTIONS:

1. Controls routing of classified material.
2. Handles all incoming message traffic and mail; receives, opens, controls, routes, files correspondence.
3. Prepares official military and civilian TAD orders.
4. Executes all official military personnel actions in coordination with COMNAVINTCOM and the servicing Personnel Support Activity Detachment.
5. Reviews all outgoing correspondence for correct format in accordance with the Navy Correspondence Manual and other directives.
6. Serializes, dates and files all outgoing correspondence.
7. Types smooth enlisted evaluations on headquarters personnel.
8. Manages daily control and operation of vehicles assigned to Task Force 168 headquarters.
9. Serves as facilities manager for Task Force 168.

CTF168INBT 5450.1

TF 168CR

RESOURCES DIVISION

MISSION: To manage resource support of intelligence collection by providing qualified personnel, equipment, and requisite budgeting.

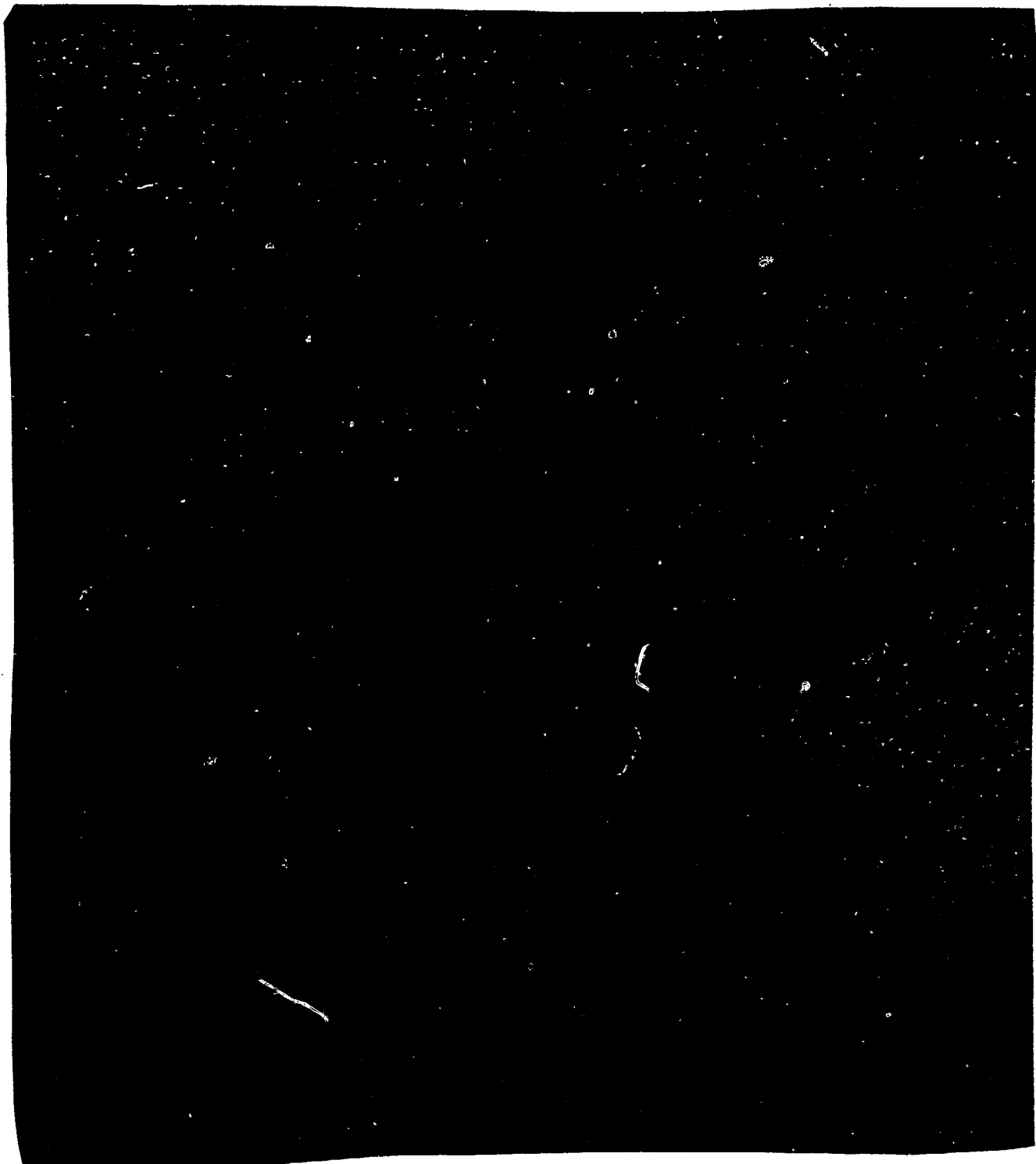
FUNCTIONS:

1. Plans, programs, and budgets Task Force 168 financial resources.
2. Accounts for and review expenditures to ensure funds are expended in the most effective and efficient manner in accordance with all applicable directives.
3. Initiates reprogramming actions as required.
4. Executes all Task Force 168 official civilian personnel actions in coordination with appropriate command elements and Suitland Branch Office (SBO) of the Consolidated Civilian Personnel Office (CCPO) Washington.
5. Provides civilian personnel administrative support and guidance to Task Force 168 elements and headquarters personnel.
6. Maintains the Task Force 168 equipment inventory.
7. Reviews training requirements and correlates Individual Development Plans (IDP) into the Activity Training Plan (ATP) for Task Force 168.
8. Develops Task Force 168 equipment requirements, to include purchase or lease of hardware in support of operational fleet deployments.
9. Remains cognizant of technology developments in collection equipment for possible application to headquarters and fleet mission requirements.

CTF168INST 5450.1

TF 168H

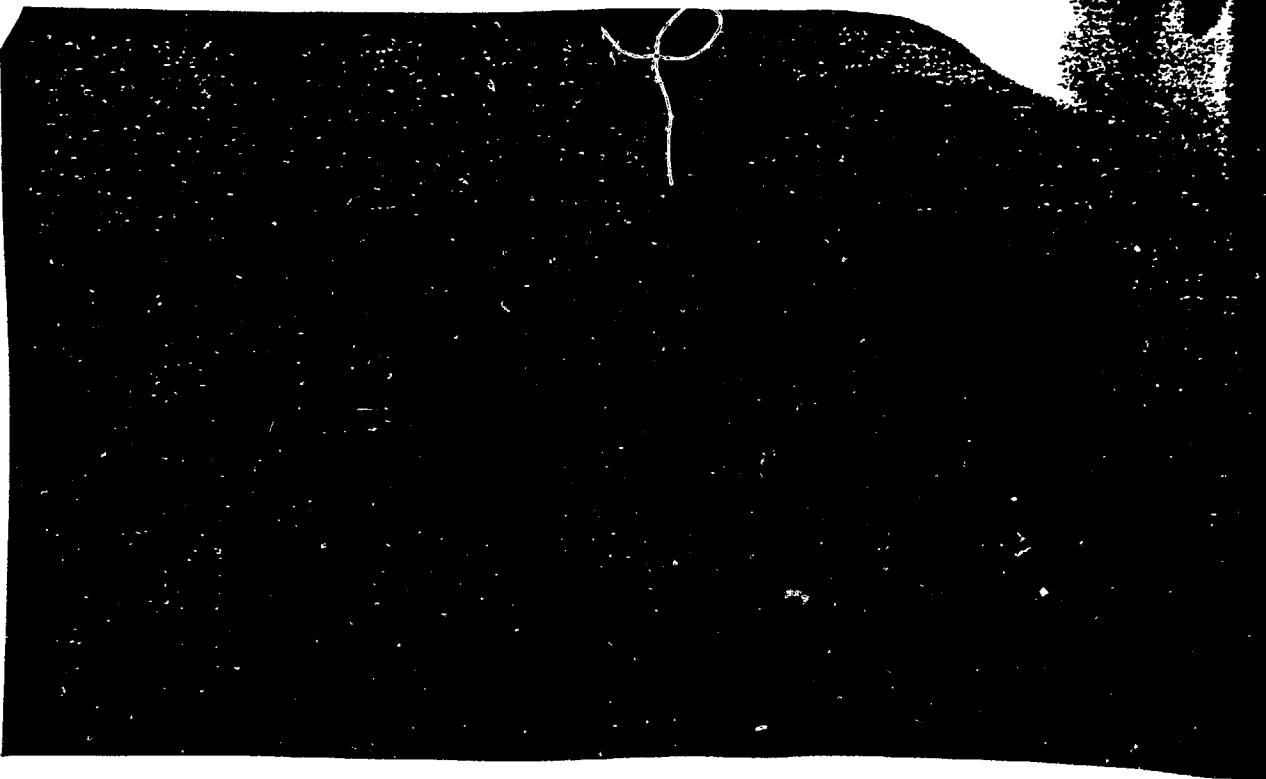
OPERATIONS DEPARTMENT



CTF16BINST 5450.1

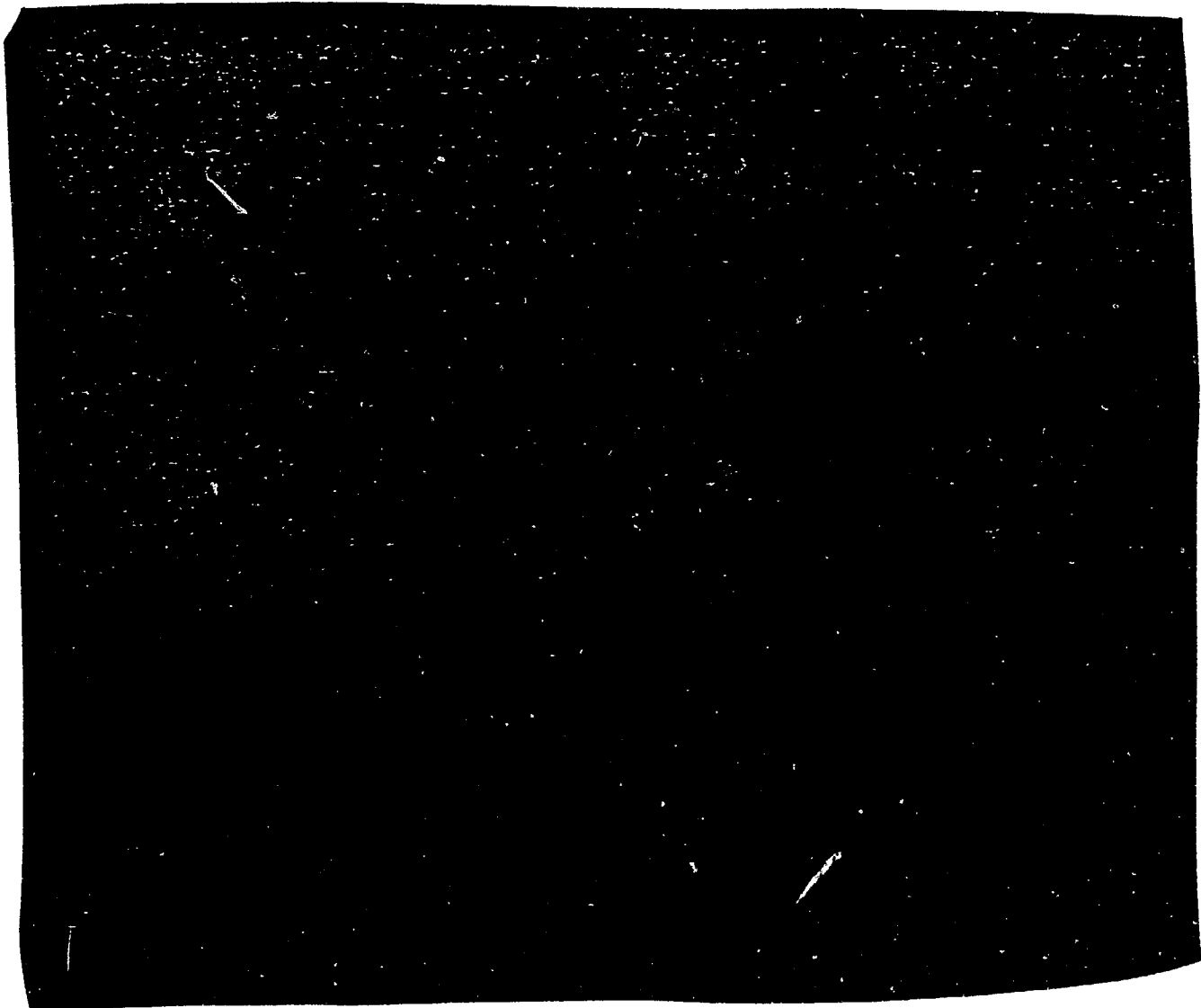
TF 16BHE

EMIGRE PROGRAMS DIVISION



TF 168HF

FORMICA DIVISION



TF 168F

INTERNATIONAL PROGRAMS DEPARTMENT

MISSION: To manage naval intelligence cooperative programs with friendly navies and to manage the release and denial of military intelligence under the cognizance of the Director of Naval Intelligence to foreign governments and international organizations.

FUNCTIONS:

1. Improves relationships and promotes naval intelligence cooperation with friendly navies consistent with Navy and national goals and policies.
2. Serves as focal point for all Navy-to-Navy cooperative intelligence relationships and programs except for: protocol matters; matters regarding foreign attaches accredited to the U. S.; foreign VIF visits and related matters; and special projects handled by the OPNAV Staff.
3. Assesses policy aspects of intelligence disclosure authority related to foreign cooperative programs and makes recommendations to disclosure authorities concerning relevancy and effectiveness; remains current on Navy and national disclosure policy which could influence exchange and cooperation.
4. Arranges visits to the Naval Intelligence Command and its component commands by foreign intelligence personnel.
5. Maintains Washington area liaison necessary to staff foreign intelligence programs; maintains contact with fleet staffs on area substantive exchange programs and foreign cooperation.
6. Manages policy aspects of the Navy Foreign Materiel Program (NFMP) for COMNAVINTCOM and monitors the feedback of exploitation reports to donor countries.
7. Acts as Program Manager for designated specialized collection programs.

TF 16BR

COLLECTION GUIDANCE AND REQUIREMENTS DEPARTMENT

MISSION: To manage all-source collection guidance, requirements, and reporting in support of the Fleet and shore establishment and to meet Navy responsibilities to the national intelligence community; to manage Fleet collection guidance and requirements, and tasking coordination to national intelligence systems.

FUNCTIONS:

1. Provides collection guidance and requirements in support of the Fleet and the naval shore establishment, and meets related Navy responsibilities to the national intelligence community.
2. Manages time-sensitive collection guidance and requirements for the Fleet and timely tasking coordination for national intelligence systems.
3. Manages and provides support for designated national collection systems in support of Navy shore establishment and Fleet operational intelligence requirements.
4. Represents COMNAVINTCOM in the development, validation, and evaluation of Navy signals intelligence and human-source intelligence requirements.
5. Prepares Navy collection guidance and requirements and coordinates with other agencies on intelligence collection matters; maintains a data base of Navy and Navy interest collection requirements and their status.
6. Manages Department of the Navy implementation of the HUMINT Tasking System.
7. Manages NAVINTCOM support of fleet intelligence collection operation planning, implementation, and evaluation.
8. Coordinates NAVINTCOM policy and guidance on technical intelligence collection matters with the research, development, test and evaluation community in support of Navy Department programs.
9. Coordinates camouflage, cover, and deception (CC&D) matters for COMNAVINTCOM.

10. Represents the Navy on national-level SIGINT and HUMINT committees.

TF 168CAC

COLLECTION ADVISORY DEPARTMENT

MISSION: To manage collection guidance and requirements in support of the Fleet and to provide tasking coordination for employment of national intelligence systems in support of Navy requirements.

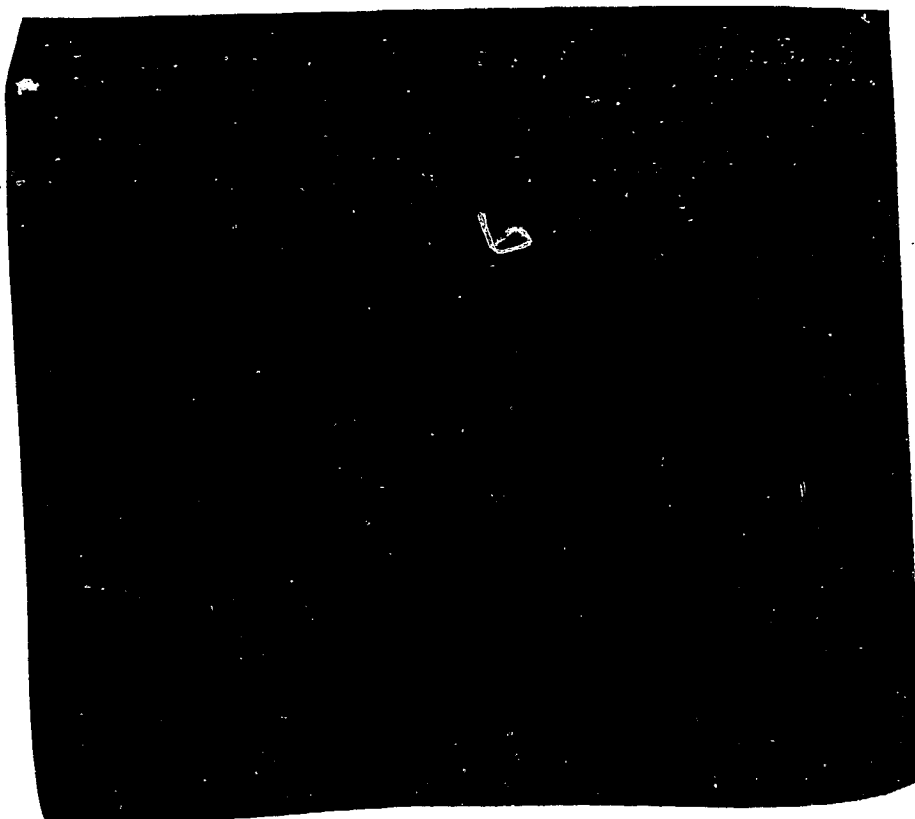
FUNCTIONS:

1. Staffs and operates the COMNAVINTCOM Collection Advisory Center (CAC) as well as the Navy Liaison Office (NLO) element at the Washington Area Interagency Community Support Center.
2. Identifies time-sensitive collection opportunities for the purpose of formulating appropriate collection planning.
3. Conducts liaison and coordination with analysts and collectors at operational intelligence centers at the National and Fleet levels to expedite requirement formulation and maximize collection effectiveness.
4. Provides time-sensitive intelligence collection advisories to ensure rapid satisfaction of current requirements, to include designation of high interest and other special collection opportunities.
5. Provides a focal point for time-sensitive tasking of designated national collection systems in support of the Navy in Washington.
6. Informs naval analysts and collection managers of the status and planning of ongoing and projected collection operations of Navy concern.

COMMANDER TASK FORCE ONE SIX EIGHT

COMMAND ELEMENT

MISSION AND FUNCTIONS STATEMENTS



DECEMBER 1984

ENCLOSURE(3)

NAVAL INTELLIGENCE OPERATIONS GROUP

CTF 168

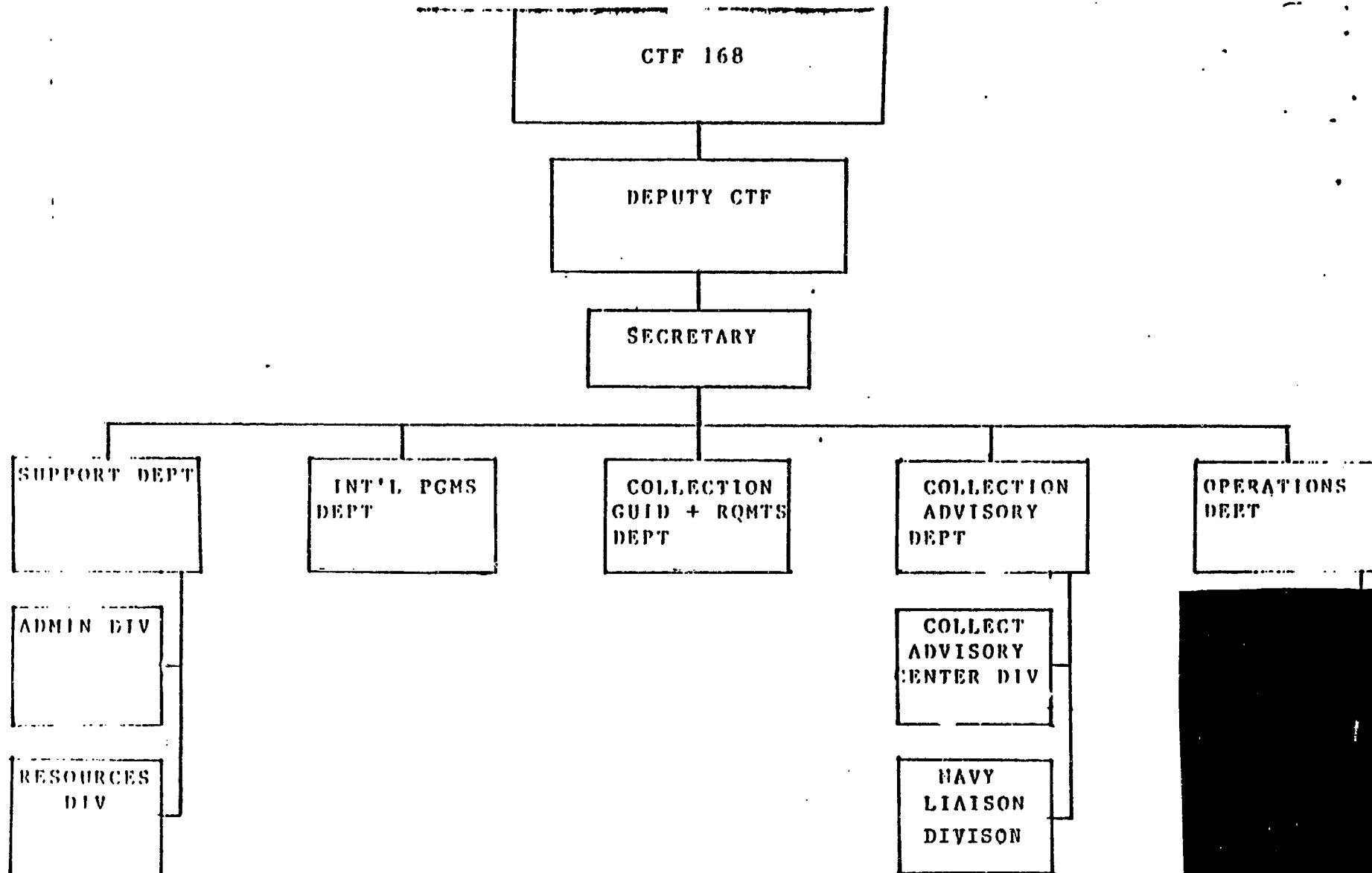
WASHINGTON, DC

MISSION: To manage the levy and satisfaction of Navy intelligence collection requirements, to conduct and support collection operations and to perform such other tasks and functions as directed.

FUNCTIONS: Under the direction of the COMNAVINTCOM:

1. Administratively commands Task Force 168 fleet support and scientific and technical collection task groups world-wide, and operationally commands the scientific and technical task groups.
2. Provides qualified personnel, hardware, expendables and initial processing to assist the operating forces in intelligence collection and reporting.
3. Conducts overt intelligence collection operations and prepares resultant intelligence information reports.
4. Develops program objectives and resource requirements for intelligence collection operations.
5. In close coordination with research and development elements, provides acquisition and installation services, training and maintenance of intelligence collection equipment for a wide range of Navy collectors.

UNCLASSIFIED



ENCLOSURE(5)

CTF 168 HISTORICAL NARRATIVE

(Chronological)

09 AUG 84: (U) The Secretary of the Navy approved the establishment of the Naval Intelligence Operations Group CTF 168 as a shore activity. The CNO approved the establishment of detachments of the parent command.

12 AUG 84:

15 AUG 84:

15 AUG 84:

16 AUG 84:

26 SEP 84:

28 SEP 84:

05 OCT 84: (U) Captain W. W. West relieved Commander E. L. Rasmussen as Commanding Officer, Naval Intelligence Operations Group CTF 168, with additional duty as Assistant Commander, Naval Intelligence Command for Operations (NIC-03).

18 OCT 84:

ENCLOSURE(6)

23 OCT 84: (U) TF 168F personnel completed support of post-NATO Maritime Intelligence Conference, including coordination of visits of forty-two foreign intelligence representatives to Washington area intelligence activities.

29 OCT 84:

15 NOV 84: (U) Republic of Korea DNI departed after visit which was supported by TF 168. Total visit coordination and scheduling accomplished by TF 168 personnel.

30 NOV 84: (U) CTF 168 Five Year Plan (FY 1987-1991) submitted to COMNAVINTCOM.

30 NOV 84:

08 DEC 84: (U) Japanese DNI departed after visit to Washington area intelligence commands. Visit coordinated and scheduled by TF 168.

08 DEC 84:

TRANSCRIBED PAGES FOLLOW

(Page One)

Department of the Navy
Commander Task Force 168
4600 Silver Hill Road
Washington, D.C. 20389

In reply refer to
TF 168B
9 November 1984

CTF 168 INSTRUCTION 5450.1

From: Commander, Task Force 168

Subj: TASK FORCE 168 HEADQUARTERS ORGANIZATION

Ref: (a) OPNAVNOTE 5450 Ser 09B2E3/4U309714 of 16 Aug 1984
(b) NAVINTCOMINST 5450.7B

Encl: (1) Commander Task Force 168 Headquarters Organization
Chart
(2) Commander Task Force 168 Headquarters Mission and
Functions Statements

1. Purpose. To promulgate Commander, Task Force 168 Headquarters organization, mission and functions.

2. Implementation. This instruction is effective immediately.

3. Command Relationships. Under command of the Chief of Naval Operations and the Commander, Naval Intelligence Command, Commander, Task Force 168 was established by reference (a) as an echelon 3 command, and is reflected in reference (b) as one of four components of the Naval Intelligence Command (NAVINTCOM).

4. Responsibilities

a. The commander, Task Force 168 Headquarters organization is as depicted in enclosure (1).

b. Task Force 168 Headquarters Department Heads are responsible for the execution of the functions assigned in enclosure (2).

c. Key personnel will ensure that information contained in this directive pertaining to elements of the organization under their cognizance is accurate and current. Proposed changes will be forwarded to TF 168 as they occur.

d. A complete review of this instruction will be conducted annually, and changes will be issued as appropriate.

W. W. West

Distribution:
(See next page)

Distribution:

SNDL

A3 (Chief of Naval Operations) (OP-009 only)
A4A (Chief of Naval Material)
A5 (BUPERS) (CHNAVPERS only)
A6 (Headquarters, L. S. Marine Corps)
B2A (Special Agencies, Staffs, Boards and Committees)
(DIA and NSA only)
21A (Fleet Commanders in Chief)
C49B (Task Force, Group and Unit)
FE1 (Security Group Headquarters)
FF1 (Naval District Commandants) (Commandant, Naval District
Washington only)
FKA1 (Systems Command Headquarters)
FS1 (Intelligence Command Headquarters) (10)
FS3 (Intelligence Support Center) (20)
FS4 (Intelligence Processing System Support Activity) (10)
FS5 (Operational Intelligence Center) (15)

CTF 168
NAVAL INTELLIGENCE OPERATIONS GROUP CTF 168

MISSION: To manage the levy and satisfaction of naval intelligence collection requirements, to conduct and support collection functions, and to perform such other functions and tasks as may be directed by higher authority.

FUNCTIONS: Under the Command of COMNAVINTCOM:

1. Provides qualified personnel, equipment, expendables, and initial processing to assist the operating forces in intelligence collection and reporting.
2. Conducts intelligence collection operations and prepares resultant intelligence information reports.
3. Operates the Collection Advisory Center (CAC), facilitating time-sensitive collection matters through direct communications with Fleet commands, the Defense Intelligence Agency, and national intelligence systems.
4. Advises Navy collectors in a timely manner of favorable collection opportunities, of related outstanding collection requirements, and of the availability of additional resources to assist them.
5. Provides guidance to Navy collectors on the requirements, collection, and implementation and evaluation.
7. Supervises the development coordination and appraisal of intelligence collection programs to satisfy Department of the Navy and Department of Defense intelligence information requirements.
8. Provides intelligence collection support to U.S. Naval and Defense Attaches.
9. Plans and coordinates Navy Human Intelligence (HUMINT) collection operations and exploitation programs.
10. In close coordination with research and development elements, provides acquisition and installation services, training, and

ENCLOSURE (2)

(Page Five)

CTF168INST 5450.1

maintenance of intelligence collection equipment for a wide range of Navy collectors.

11. Develops program objectives and resource requirements for intelligence collection operations.

12. Administratively commands all Task Force 168 fleet support and scientific and technical collection task groups world-wide and operationally commands the scientific and technical task groups.

TF 168C
SUPPORT DEPARTMENT

MISSION: To manage assigned financial, personnel, and equipment resources in administrative support of intelligence collection programs.

FUNCTIONS:

1. Manages the support of intelligence collection programs by providing qualified personnel, equipment and requisite budgeting for the purpose of increasing fleet readiness.
2. Ensures Task Force 168 financial resources are properly planned, programmed, budgeted, applied, and documented.
3. Provides administrative and financial support to Task Force 168 components.
4. Provides administrative support to the Task Force Commander and headquarters elements.
5. Executes all military and civilian personnel actions.
6. Plans, programs and budgets for Task Force 168 vehicle requirements and manages daily operation and control of headquarters vehicles.
7. Serves as facilities manager for Task Force 168 headquarters.
8. Provides coordination and support services to Naval Reserve Intelligence Program units for which Commander, Task Force 168 is the gaining command.
9. Manages Task Force 168 Headquarters security and information control systems.

(Page Seven)

CTF168INST 5450.1

TF 168CA
ADMINISTRATIVE DIVISION

MISSION: To provide administrative support to the headquarters elements and components.

FUNCTIONS:

1. Controls routing of classified material.
2. Handles all incoming message traffic and mail; receives, opens, controls, routes, files correspondence.
3. Prepares official military and civilian TAD orders.
4. Executes all official military personnel actions in coordination with COMNAVINTCOM and the servicing Personnel Support Activity Detachments.
5. Reviews all outgoing correspondence for correct format in accordance with the Navy Correspondence Manual and other directives.
6. Serializes, dates and files all outgoing correspondence.
7. Types smooth enlisted evaluations on headquarters personnel.
8. Manages daily control and operation of vehicles assigned to Task Force 168 headquarters.
9. Serves as facilities manager for Task Force 168.

TF 168CR
RESOURCES DIVISION

MISSION: To manage resource support of intelligence collection by providing qualified personnel, equipment and requisite budgeting.

FUNCTIONS:

1. Plans, programs, and budgets Task Force 168 financial resources.
2. Accounts for and review expenditures to ensure funds are expended in the most effective and efficient manner in accordance with all applicable directives.
3. Initiates reprogramming actions as required.
4. Executes all Task Force 168 official civilian personnel actions in coordination with appropriate command elements and Suitland Branch Office (SBO) of the Consolidated Civilian Personnel Office (CCPO) Washington.
5. Provides civilian personnel administrative support and guidance to Task Force 168 elements and headquarters personnel.
6. Maintains the Task Force 168 equipment inventory.
7. Reviews training requirements and correlates Individual Development Plans (IDP) into the Activity Training Plan (ATP) for Task Force 168.
8. Develops Task force 168 equipment requirements, to include purchase or lease of hardware in support of operational fleet deployments.
9. Remains cognizant of technology developments in collection equipment for possible application to headquarters and fleet mission requirements.